PHILIP MORRIS INCORPORATED

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Clare Purcell

DATE: March 8, 1991

FROM: Bob Jones

Bob

SUBJECT: **AUDIT OF CARLSTADT RECORDS CENTER - RECORDS CIRCULATION PROCEDURES AND PRACTICES**

Attached are our comments to the draft report of the audit of the Carlstadt Records Center procedures conducted by Hunton & Williams. Records Management concurs that it is important to completely implement the procedures detailed in the Philip Morris U.S.A Records Management Manual in order to fully protect corporate assets in the form of records and information.

After you have reviewed our remarks, I or any of my staff would be happy to meet with you to discuss any action necessary.

cc: Mel Waddy
Bill Lynch

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